

MINUTES OF A MEETING OF THE CORPORATE SERVICES COMMITTEE HELD AT THE ADMINISTRATION BUILDING, 1024 HURLWOOD LANE, WEDNESDAY, FEBRUARY 28, 2018 AT 9:00 A.M.

PRESENT:	Chair	Judith Cox
	Members	Mike Burkett Jane Dunlop Ron Stevens Mark Taylor Don Westcott
ABSENT:	Member	John Betsworth
STAFF:	Director of Planning	Andrea Woodrow (part of meeting)
	Director of Fire & Emergency Services	Tim Cranney (part of meeting)
	Manager of Recreation & Facilities	Pat Harwood (part of meeting)
	Clerk	Sharon Goerke
	Director of Corporate Services/Treasurer	Andrew Plunkett
	Chief Administrative Officer	W. Henry Sander

CALL TO ORDER

Chair Cox called the meeting to order.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

- "NIL"

DELEGATIONS

- "NIL"

REPORTS FROM OFFICIALS (*for information*)

Fire Report for the month of January 2018.

Corporate Services Report No. C18-006, 01/30/18, with respect to 2018 Lane Duck Election Period.

Corporate Services Report No. C18-010, 02/06/18, with respect to Election Accessibility.

Administration Report No. A18-009, 02/16/18, with respect to Volunteer Firefighters.

MOTION CSC022818-01:

Moved by Member Stevens and seconded by Member Westcott that the following Reports from Officials be received as information:

- (a) Fire Report for the month of January 2018;*
- (b) Corporate Services Report No. C18-006, 01/30/18, with respect to 2018 Lane Duck Election Period;*
- (c) Corporate Services Report No. C18-010, 02/06/18 with respect to Accessibility – 2018 Municipal Election; and*
- (d) Administration Report No. A18-009, 02/16/18, with respect to Volunteer Firefighters.*

CARRIED

REPORTS FROM OFFICIALS (for direction)

Planning and Development

Planning Report No. P18-005, 02/20/18, with respect to Site Plan Approval – 2700 Cumberland Road.

MOTION CSC022818-04:

Moved by Member Stevens and seconded by Member Taylor that Planning Report No. P18-005, dated February 20, 2018, with respect to Site Plan Approval – 2700 Cumberland Road be received;

AND FURTHER THAT the proposed new additions to the existing building (ie. former dwelling) together with an associated increase to the existing parking area be subject to an application for a Site Plan Agreement. AND FURTHER THAT staff be directed to report on options to provide financial assistance to this community.

CARRIED

Recreation and Facilities

Recreation Report No. R18-008, 02/15/18, with respect to RFQ REC 2018-01 – Washago Centennial Park Washroom Hydro Results.

MOTION CSC022818-05: *Moved by Member Westcott and seconded by Member Stevens that Recreation Report No. R18-008, dated February 15, 2018, with respect to RFQ REC 2018-01 – Washago Centennial Park Washroom Hydro Results be received;
AND FURTHER THAT Garraway’s Electrical Services Limited be awarded the project for the total amount of \$6,204.25, plus HST.*

CARRIED

Recess 9:50 a.m.
Reassembled 9:57 a.m.

Recreation Report No. R18-009, 02/15/18, with respect to RFQ REC 2018-02 – Washago Centennial Park Washroom Plumbing Results.

MOTION CSC022818-06: *Moved by Member Burkett and seconded by Member Westcott that Recreation Report No. R18-009, dated February 15, 2018, with respect to RFQ REC 2018-01 – Washago Centennial Park Washroom Plumbing Results be received;
AND FURTHER THAT the plumbing work be awarded to Kempenfelt Plumbing & Backflow Services Inc. at a total cost of \$6,829.44, plus HST.*

CARRIED

Recreation Report No. R18-010, 02/15/18, with respect to RFQ REC 2018-03 – Washago Centennial Park Pavilion Hydro Results.

MOTION CSC022818-07: *Moved by Member Stevens and seconded by Member Westcott that Recreation Report No. R18-010, dated February 15, 2018, with respect to RFQ REC 2018-03 – Washago Centennial Park Pavilion Hydro Results be received;*

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AND FURTHER THAT Garraway's Electrical Services be awarded the project which includes Option #2 and the provisional lighting for a total cost of \$4,844.40, plus HST.

CARRIED

Recreation Report No. R18-011, 02/15/18, with respect to REC 2017-08 – Structural Repairs at the Coldwater & District Community Centre Results.

MOTION CSC022818-08:

*Moved by Member Dunlop and seconded by Member Taylor that Recreation Report No. R18-011, dated February 15, 2018, with respect to REC 2017-08 – Structural Repairs at the Coldwater & District Community Centre Results be received;
AND FURTHER THAT the bid from Quinan Construction Limited of \$54,160.00, plus HST, be accepted..*

CARRIED

Public Works

- "NIL"

Fire & Emergency Services

Fire Report No. F18-003, 02/12/18, with respect to Proposed Regulations under the Fire Prevention & Protection Act be received.

MOTION CSC022818-02:

*Moved by Member Burkett and seconded by Member Stevens that Fire Report No. F18-003, dated February 12, 2018, with respect to Proposed Regulations under the Fire Prevention & Protection Act be received;
AND FURTHER THAT the Committee authorize staff to provide comments on the proposed regulations.*

CARRIED

Fire Report No. F18-004, 02/14/18, with respect to a Municipal Forest Fire Management Agreement.

MOTION CSC022818-03:

Moved by Member Taylor and seconded by Member Dunlop that Fire Report No. F18-004, dated February 14, 2018, with respect to a Municipal Forest Fire Management Agreement be received;

AND FURTHER THAT the Clerk be authorized to execute the Agreement with the Minister of Natural Resources for a five year term.

CARRIED

Corporate Services

Corporate Services Report No. C18-007, 01/30/18, with respect to a Council & Staff Relationship Policy.

MOTION CSC022818-11: *Moved by Member Stevens and seconded by Member Burkett that Corporate Services Report No. C18-007, dated January 30, 2018, with respect to a Council & Staff Relationship Policy be received; AND FURTHER THAT the policy be adopted and included in the Corporate Policy Manual, as amended.*

CARRIED

Corporate Services Report No. C18-008, 01/30/18, with respect to an Alternate Member of County Council.

MOTION CSC022818-12: *Moved by Member Taylor and seconded by Member Stevens that Corporate Services Report No. C18-008, dated January 30, 2018, with respect to an Alternate Member of County Council be received; AND FURTHER THAT Councillor Jane Dunlop be appointed as an alternate member of County Council for the current term when requested for attendance by the Mayor or Deputy Mayor.*

CARRIED

Corporate Services Report No. C18-009, 01/30/18, with respect to Municipal Act Changes – Amendments to the Procedural By-law.

MOTION CSC022818-13: *Moved by Member Burkett and seconded by Member Stevens that Corporate Services Report No. C18-009, dated January 30, 2018, with respect to Municipal Act Changes – Amendments to the Procedural By-law be received; AND FURTHER THAT By-law No. 2016-68 be amended to reflect the requirements of the Municipal Act as contained in this report;*

February 28, 2018

AND FURTHER THAT the Draft By-law be forwarded to Severn Township Council for consideration.

CARRIED

Corporate Services Report No. C18-011, 02/13/18, with respect to an Election Sign By-law.

MOTION CSC022818-14:

*Moved by Member Burkett and seconded by Member Stevens that Corporate Services Report No. C18-011, dated February 13, 2018, with respect to an Election Sign By-law be received;
AND FURTHER THAT the Draft By-law be forwarded to Severn Township Council for consideration.*

CARRIED

Administration

Administration Report No. A18-004, 01/23/2018, with respect to Metal Banners.

MOTION CSC022818-10:

*Moved by Member Stevens and seconded by Member Westcott that Administration Report No. C18-004, dated January 23, 2018, with respect to Metal Banners be received;
AND FURTHER THAT staff be directed to proceed as discussed at the meeting;
AND FURTHER THAT the final design of the metal banners be referred to a future meeting for approval.*

CARRIED

Administration Report No. A18-006, 02/06/18, with respect to a Rural Economic Development Grant.

MOTION CSC022818-15:

*Moved by Member Taylor and seconded by Member Dunlop that Administration Report No. A18-006, dated February 6, 2018, with respect to Rural Economic Development Grant be received;
AND FURTHER THAT the RFP for the Rural Economic Strategic Plan be released in the fall of 2018 so that the project can be undertaken in 2019.*

CARRIED

February 28, 2018

Administration Report No. A18-008, 02/15/18, with respect to Main Street Funding.

MOTION CSC022818-16:

*Moved by Member Westcott and seconded by Member Stevens that Administration Report No. A18-008, dated February 15, 2018, with respect to Main Street Funding be received;
AND FURTHER THAT the grant funding be allocated to a crosswalk at Coldwater Road & Mill Street and the Muskoka Street Project for extra parking spaces.*

CARRIED

CORRESPONDENCE (for information)

Coldwater Canadiana Heritage Museum, February 14, 2018, with respect to 2018 Grant Funding.

City of Orillia, January 17, 2018, with respect to Fairgrounds Road/Highway 12 Intersection.

MOTION CSC022818-17:

*Moved by Member Taylor and seconded by Member Dunlop that the following correspondence be received as information:
(a) Coldwater Canadiana Heritage Museum, 02/14/18, with respect to 2018 Grant Funding; and
(b) City of Orillia, 01/17/18, with respect to Fairgrounds Road / Highway 12 Improvements.*

CARRIED

CORRESPONDENCE (for direction)

Cindy & Ray Rehburg, 02/08/2018, with respect to Moose Crossing.

MOTION CSC022818-18:

*Moved by Member Dunlop and seconded by Member Taylor that a request of Cindy & Ray Rehburg, dated February 8, 2018, for the placement of moose crossing signs in the vicinity of Maple Valley Road and Carlyon Line be received;
AND FURTHER THAT the placement of signs in these locations be approved.*

CARRIED

February 28, 2018

Gloucester Pool Cottagers Association, 01/20/18, with respect to MacLean Lake Boat Launch.

MOTION CSC022818-09:

Moved by Member Taylor and seconded by Member Dunlop that a letter from the Gloucester Pool Cottagers Association, dated January 20, 2018, with respect to parking concerns at the MacLean Lake Boat Launch be referred to staff for a response.

CARRIED

Correspondence with respect to a Capital Facility Agreement for the Coldwater Curling Club.

- (a) Coldwater & District Curling Club, 02/05/18; and
- (b) Russell, Christie, LLP, 02/22/18.

MOTION CSC022818-19:

Moved by Member Dunlop and seconded by Member Taylor that a letter from the Coldwater & District Curling Club, dated February 5, 2018, with respect to renewal of the Capital Facility Agreement be received; AND FURTHER THAT Resolution No. CSC012418-09 be amended to provide for the following:

- (a) *That the Agreement be extended for an additional 20 year term with all costs to complete this matter to be borne by the Curling Club;*
- (b) *That staff be authorized to adjust the annual contributions to a total of \$100,000 in the Reserve Fund Account in accordance with the term of the Agreement;*
- (c) *That the Curling Club be required to sustain a separate Reserve Fund Account for the term of the Agreement with annual reports to Council;*
- (d) *That the Reserve Fund Account cannot be accessed by the Curling Club without the written consent of the Township.*
- (e) *That a cancellation clause be included in the Agreement should the Curling Club not fulfil its requirements for maintenance of the structure and contributions to the Reserve Fund Account.*

AND FURTHER THAT the Township Solicitor be directed to prepare a new Capital Facility Agreement for consideration of Council.

CARRIED

Octavio DaCosta, 01/19/18, with respect to 1820 Big Chief Road.

MOTION CSC022818-20:

*Moved by Member Westcott and seconded by Member Burkett that a letter from Octavio DaCosta dated January 19, 2018, with respect to 1820 Big Chief Road be referred to staff for a report.
AND FURTHER THAT Mr. DaCosta be advised that this is a civil matter between two neighbours and therefore the request for a waiver of fees is denied.*

CARRIED

COMMITTEE UPDATES

Member Taylor

- SEGBAY Chamber of Commerce
- Matchedash Community Heritage Centre

Member Cox

- County of Simcoe
- Washago Carving Event
- Coldwater Duck Race
- Coldwater BIA
- Coldwater St. Patrick's Day Parade

Member Dunlop

- Coldwater Mill Curling Bonspiel
- Severn Public Library Board
- Orillia Chamber of Commerce
- Metal Tree Ribbon Cutting Ceremony

Member Burkett

- Severn Public Library Board
- County of Simcoe

Member Stevens

- Sustainable Severn Sound
- Orillia Library Board
- Orillia Physicians Recruitment Committee

Member Westcott

- Spring Flooding
- Washago Community Centre
- Ontario's Lake Country
- Public Works Tenders

CONFIDENTIAL

Reports from Officials

Confidential Corporate Services Report No. C18-007, 02/06/18, with respect to a Performance Evaluation be received.

MOTION CSC022818-21:

*Moved by Member Stevens and seconded by Member Burkett that Confidential Administration Report No. P18-007, dated February 6, 2018, with respect to a Performance Evaluation be received;
AND FURTHER THAT the employee be moved to Step 5 of Band 4 effective their anniversary date.*

CARRIED

Confidential Administration Report No. A18-010, 02/20/18, with respect to a Performance Evaluation.

MOTION CSC022818-22:

*Moved by Member Westcott and seconded by Member Stevens that Confidential Administration Report No. A18-010, dated February 20, 2018, with respect to a Performance Evaluation be received;
AND FURTHER THAT the employee be moved to Step 5 of Band 6 effective their anniversary date.*

CARRIED

Confidential Administration Report No. A18-011, 02/20/18, with respect to a Performance Evaluation.

MOTION CSC022818-23:

Moved by Member Burkett and seconded by Member Stevens that Confidential Administration Report No. A18-011, dated February 20, 2018, with respect to a Performance Evaluation be received;

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AND FURTHER THAT the employee be moved to Step 5 of Band 4 effective their anniversary date.

CARRIED

Correspondence

- "NIL"

ADJOURNMENT – 11:42 a.m.

Motion to adjourn.

MOTION CSC022818-24:

Moved by Member Dunlop and seconded by Member Taylor that this meeting be and it is hereby now adjourned.

CARRIED

Judith Cox, Chair

Sharon R. Goerke, Clerk